

# Korea International School

## Faculty Absence Form

### 2011-12

**This form is only to request leave that is not classified as “sick” or “personal” and it must be submitted to the Director for approval. (Sick or personal leave request forms can be accessed on the Z drive or from your Principal’s Assistant and should be submitted to your Principal for signature.)**

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\_\_\_\_\_ requests an absence on the following date/s: \_\_\_\_\_  
 (Name: please print) (Date/s of absence)

for the following reason. (Please check appropriate box):

Half Day		Full Day(s)	
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☐ **Emergency Leave**      ☐ **Wedding Leave**

☐ **Maternity Leave**      ☐ **Professional Leave**      ☐ **Leave-Without Pay**

Reason for leave: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_  
 (Employee)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
 (Principal)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
 (Director)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
 (Sub Coordinator)

Date \_\_\_\_\_